

## ADMINISTRATIVE NOTES

U. S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

VOL. 2, NO. 9

JULY 1981

### CLASSIFICATION & CATALOGING REORGANIZATION

New Section Chiefs have been named and initial steps taken to implement the reorganization of the Classification and Cataloging Branch, Library Division. This Branch is responsible for administering the Superintendent of Documents Cataloging and Indexing Program including compilation and issuance of the MONTHLY CATALOG OF UNITED STATES GOVERNMENT PUBLICATIONS. The new organization creates three Sections: each composed of professional librarians, library technicians, data preparation clerks, and a clerk typist. Section responsibilities have been broken out by agencies based on the Superintendent of Documents Classification System. In addition, responsibility for serials, maps and audio-visual cataloging will reside in the separate Sections. This now permits all transactions and processing relevant to any document to reside in the same Section. Supervisory responsibility is vested in three Section Chiefs, each a professional librarian at the GG-12 level. Lines of communication, workflow, and accountability are but a few of the areas improved upon by the reorganization. Library Systems Specialist and Subject Cataloging Specialist positions have been added to the staff of the Branch Chief to manage telecommunications, networking, workflow, systems development, LC/GPO subject cataloging, etc.

Each of the three Section Chiefs is responsible for the correct classification and cataloging of publications issued by a group of Government agencies, as well as a type of publication.

Responsibilities of Section One: Serials, regardless of agency origin; Monographs-- agencies classed A through D.  
Chief, Ms. Jean Ott - Phone: (703) 557-1409

Responsibilities of Section Two: Maps, regardless of agency origin; Monographs-- agencies classed E through R.  
Chief, Mr. Gil Baldwin - Phone: (703) 557-1688

Responsibilities of Section Three: Audio-Visual materials, regardless of agency origin; Monographs -- agencies classed S through Y.  
Chief, Ms. Marian White - Phone: (703) 557-1688

### ERRATA ON ADMINISTRATIVE NOTES FOR JUNE 1981

Additional combined issues of the Daily CONGRESSIONAL RECORD are 12 - 16, 59 - 60, and 79 - 80.



## SMOKING AND HEALTH BULLETIN &amp; AGENDA

Due to an oversight several 1980 issues of the document entitled SMOKING AND HEALTH BULLETIN, HE 20.7211:(yr. & nos.), Item No. 504-A, numbers 3, 4, 5 and 7, were not ordered in paper format for depository library distribution. In order to close the gaps in this series, we have contacted the Technical Information Center, Office of Smoking and Health, and arrangements were made with them to send us two copies each of the missing issues which we will convert and distribute to selecting depositories in microfiche format. Our distribution records indicate that all issues that have been printed for 1981 have been received and distributed to depositories.

In addition, paper copies of AGENDA, S 18.34/2:(vol. & no.) - Item No. 900-C-8, volume 3, issue numbers 2 and 5 through 10 were not received for distribution, nor did we receive any of the issues ordered printed for 1981. We have written to the Press and Publications Division, Agency for International Development, concerning this and requested that they supply us with an adequate number of paper copies of the subject title for the next available issue that they order to be printed. We also asked that they send us two copies each of all missing issues which we will convert and distribute in microfiche format to bring depository library collections up to date.

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## DUAL DISTRIBUTION BOTCH

Recently, on several shipping lists we failed to indicate that certain titles were being shipped in a DUAL FORMAT. We had received insufficient paper quantities for distribution and made up the shortage in microfiche. Please find below a list of the shipping list numbers and the Superintendent of Documents classification numbers. We are sorry for the inconvenience and in the future we will see that the note gets placed on the shipping list.

<u>Class</u>	<u>Shipping List</u>
JU 10.1:972-2	16,171
TD 8.9/2:980/2	16,178
T 22.44/2:594/2	16,145
E 3.34:978	16,106
E 4.11:10066-01	16,172
VA 1.22:11-72	16,131
C 3.255/6:977/v.2/pt. 1	16,132
C 3.255/6:977/v.2/pt. 2	16,132
C 3.255/6:977/v.2/pt. 3	16,132
C 3.24/3:MC 77-A-13	16,177
HE 20.6110/3:22	16,022

P.S. If you do claim any of these items, please realize that your claims will be honored in microfiche only.



Those depository libraries which selected Item Number 0306 should now be receiving from the Defense Nuclear Agency (DNA) printing plant near Albuquerque, New Mexico, some of a series of volumes on the Department of Defense (DoD) personnel involvement in the atmospheric nuclear testing program (see ADMINISTRATIVE NOTES, volume 2, number 8, June 1981). The original stem selected for this, D 1.2: -, series has been found inappropriate and two new stems have been assigned. For the FACT SHEET and any publications which are indexes or appendices relating to the series, the stem will be: D 15.9:-. For all numbered publications within the series, UNITED STATES ATMOSPHERIC NUCLEAR WEAPONS TESTS NUCLEAR TEST PERSONNEL REVIEW, the stem will be: D 15.10: (nos.).

We have also encountered a delay in receiving copies of the series from New Mexico for classification. As soon as we begin to receive the publications, full classification numbers will start appearing on shipping lists.

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#### CENSUS UPDATE

In answer to some recent questions on Census materials, there is no necessity to change item selection on the latest printout to insure a particular format. In instances where hardcopy is issued, hardcopy will be sent to those selecting it. Should there be occasions where it is not issued, and microfiche only is available, microfiche will be sent to those selecting that format and to those who selected hardcopy format. We will then add the hardcopy count to the microfiche count for an increased microfiche count.

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#### EXEMPT PUBLICATIONS

We have had inquiries regarding the possible depository status of the publication, AIRPORT/FACILITY DIRECTORY. The Director of the National Ocean Survey informs us that this is a cooperative publication which must be sold by the issuing agency to be self-sustaining. In accordance with Title 44 Chapter 10 Section 1903 U.S.C., the title is therefore exempt from the Depository Library Program. Libraries interested in subscribing to the service (\$55.00 a year for all seven regions of the U.S.; \$14.50 a year for any one region) should write or call: National Ocean Survey, 6501 Lafayette Avenue, Riverdale, Maryland 20840, Phone: (301) 436-6990.

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#### FEDERAL HUNTING REGULATIONS

Depositories which have selected Item Number 613, Fish and Wildlife Service's HUNTING REGULATIONS, will soon be receiving copies of Federal information notices being forwarded to states for inclusion in state hunting regulation leaflets. These include: (1) an explanation of how migratory game birds may be taken, possessed, transported, and imported; (2) a brief explanation of the need for waterfowl hunters 16 years of age or older to obtain and possess DUCK STAMPS; (3) a citation of where full Federal hunting regulations can be found in the CODE OF FEDERAL REGULATIONS; and (4) the address, or addresses, of local service offices which may be contacted for complete regulatory information. Classification number for these regulations will be: I 49.24:-.



## SPECIAL OFFER: ICE REPORT

Sometimes unexpected publications come our way. Earlier this year, GPO responded to a call from the Department of Energy for a "one time only" request under the Freedom of Information Act for four fiche sets of the INTERAGENCY COAL TASK FORCE EXPORT REPORT (Final). We were already in the process of a survey (81-20) of this very DOE/FE series for future hardcopy editions. In fact, over 300 depositories have now selected Item Number 0429-H-03. But our surprise came when instead of getting the four sets for DOE, we received four plus 225 sets! To give all selecting depositories an equal chance at this limited quantity (and not all may want or need it), we would like to offer sets on a first-come-first-served basis according to postmark. To be eligible, your depository must first have selected new Item Number 0429-H-03. NOTE: each regional will automatically receive a set. Involved are 53 fiche covering a report of 13 volumes. Regrettably, because this was a Freedom of Information Act request, and not a regular depository library item, SuDocs numbers do not appear on the fiche, or our usual title format information on the headers. SuDocs classification most appropriate is: E 1.84: 0012/v. 1-23. Image quality is quite satisfactory.

YOUR LIBRARY MUST BE LISTED ON THE MAY 1981 PRINTOUT AS SELECTING 0429-H-03. IF YOU AS A DEPOSITORY DESIRE TO RECEIVE THIS SPECIAL OFFER, RETURN THIS FORM PROPERLY MARKED WITH YOUR LIBRARY NUMBER AND ADDRESS TO:

ICE REPORT  
U. S. Government Printing Office  
Library Division (SLIA)  
5236 Eisenhower Avenue  
Alexandria, VA 22304

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PLEASE PRINT OR TYPE ADDRESS ON LABEL BELOW INCLUDING YOUR ZIP CODE

GPO Form 3451

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City and State..... ZIP Code .....

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U. S. GOVERNMENT PRINTING OFFICE

377  
PRINTED MATTER



## SPECIAL OFFER: DONOVAN AND THE CIA

The Central Intelligence Agency recently decided to turn over to GPO an in-house historical publication: DONOVAN AND THE CIA: A HISTORY OF THE ESTABLISHMENT OF THE CENTRAL INTELLIGENCE AGENCY. Our records show 973 depositories selecting the item number assigned for this document, 0856-A-02, CIA PUBLICATIONS. CIA has given us their total stock of 800 copies for distribution. The CIA itself has no more copies to supply. To provide all selecting depositories with an equal opportunity to obtain a copy of this interesting publication of over 600 pages, we will offer this work on a first-come-first-served basis according to postmark. To be eligible, your depository must have selected Item Number 0856-A-02. NOTE: each regional will automatically receive a copy. SuDocs classification number most appropriate is: PrEx 3.10: D 71.

YOUR LIBRARY MUST BE LISTED ON THE MAY 1981 PRINTOUT AS SELECTING 0856-A-02. IF YOU AS A DEPOSITORY DESIRE TO RECEIVE THIS SPECIAL OFFER, RETURN THIS FORM PROPERLY MARKED WITH YOUR LIBRARY NUMBER AND ADDRESS TO:

DONOVAN AND THE CIA  
U. S. Government Printing Office  
Library Division (SLLA)  
5236 Eisenhower Avenue  
Alexandria, VA 22304

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